SIMPLIFIED MAILING PROCESS
USER GUIDE

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OVERVIEW

The Simplified Mail Process (SMP) application allows mailers to determine the number of pieces to prepare for their mailing using the USPS® Delivery Statistics. The intuitive interface of the SMP application provides six (6) easy steps to assist mailers in selecting or entering desired mailing geographic information, reviewing and editing geographic results and printing mailing documentation.

> STEP 1 — Geographic / Address
>
> STEP 2 — Selection Results
>
> STEP 3 — Download Form
>
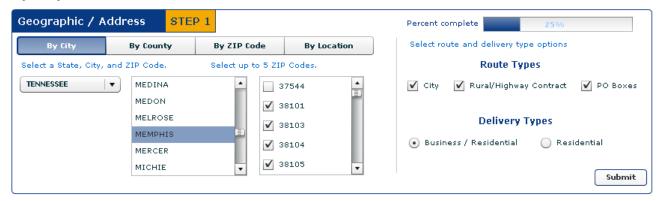> STEP 4 — Customer Information
>
> STEP 5 — Generate Documentation
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> STEP 6 — Generate Facing Slip

STEP 1 — GEOGRAPHIC / ADDRESS

In Step 1, begin your search to determine your mailing audience. Search *By City*, *By County*, *By ZIP Code* or *By Location*.
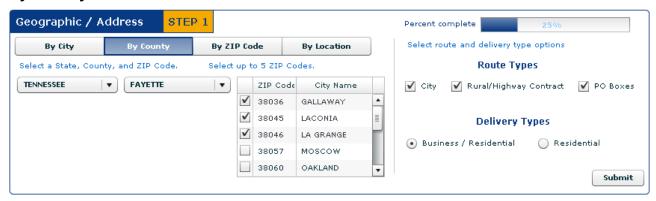
By City Search

1. Select a state.
2. Select a minimum of one city.

    > *Note: To make multiple selections, hold the '<u>Alt</u>' to select random cities or the '<u>Shift</u>' key to select a range of cities.)*

3. Select up to five (5) ZIP Codes.
4. Select route type or a combination of route types.
    - City routes
    - Rural/Highway Contract routes
    - PO Box routes
5. Select a delivery type.
    - Business/Residential
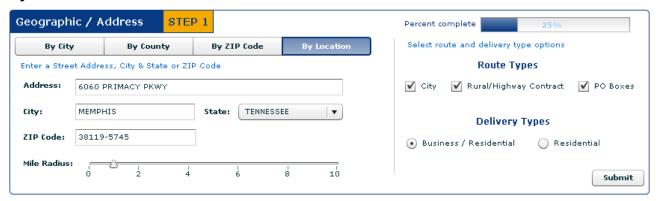   - Residential
6. Click Submit.

By County Search

1. Select a state.
2. Select a county.
3. Select up to five (5) ZIP Codes.
4. Select route type or a combination of route types.
   o City routes
   o Rural/Highway Contract routes
   o PO Box routes
5. Select a delivery type.
   o Business/Residential
   o Residential
6. Click Submit.

By ZIP Code® Search

1. Enter a 5-digit ZIP Code.
2. Select route type or a combination of route types.
   o City routes
   o Rural/Highway Contract routes
   o PO Box routes
3. Select a delivery type.
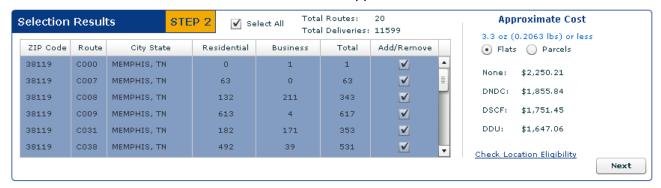   o Business/Residential
   o Residential
4. Click Submit.

By Location Search

1. Enter a street address.
2. Enter a city.
3. Select a state.
4. Enter a ZIP Code.
5. Set the desired mile radius from the input address.
6. Select route type or a combination of route types.
   o City routes
   o Rural/Highway Contract routes
   o PO Box routes
7. Select a delivery type.
   o Business/Residential
   o Residential
8. Click Submit.

STEP 2 — SELECTION RESULTS

Selection results are displayed by indicating the total routes and the total possible deliveries based on the selections made in STEP 1 in addition to the approximate cost to mail.

1. Review results.

   Add or remove delivery routes by selecting or deselecting check boxes displayed in the Add/Remove column. In doing so, the total counts for routes and delivery and the approximate cost will change.

Compare the cost to mail flats and parcels at standard mail rate.

The Check Location Eligibility links provides a list of Quick Service Guides and Service Destination Entry Information to assist in mail preparation.

Quick Service Guides

Standard Mail Carrier Route Flats http://pe.usps.com/text/qsg300/Q340c.htm
Standard Mail Irregular Parcels http://pe.usps.com/text/qsg300/Q440c.htm

Service Area Destination Entry Information (DNDC. DSCF, DDU)

Standard Mail Carrier Route Flats http://pe.usps.com/text/dmm300/346.htm#wp1032523
Standard Mail Irregular Parcels http://pe.usps.com/text/dmm300/446.htm#wp1072595

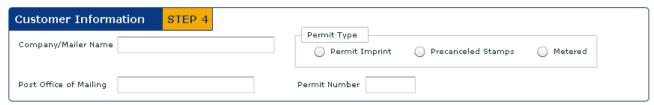2. Click the Next button.

STEP 3 — DOWNLOAD FORMS

Step 3 provides a link to the Postage Statement form for Standard Mail in addition to the Plant Verified Drop Shipment (PVDS) Verification and Clearance form. The last page of each form provides instructions to assist in completing.

Download Forms	STEP 3	Percent complete	50%
PS Form 3602R	Postage Statement - Standard Mail with instructions		
PS Form 8125	Plant-Verified Drop Shipment (PVDS) Verification and Clearance with instructions		

3. Click each link to view and download the appropriate forms.

STEP 4 — CUSTOMER INFORMATION

Step 4 is used to enter customer information regarding company/mailer name, Post Office of mailing, permit type and permit number. The information in this section will be used to populate the Documentation for PS Form 3602 (Step 5) and the Facing Slip (Step 6).

Customer Information	STEP 4		
Company/Mailer Name		Permit Type	
		○ Permit Imprint ○ Precanceled Stamps ○ Metered	
Post Office of Mailing		Permit Number	

4. Enter the company or mailer name.
5. Enter the Post Office of Mailing.
6. Select a permit type
   - o Permit Imprint
   - o Precanceled Stamps
   - o Metered
7. Enter a permit number.

STEP 5 — GENERATE DOCUMENTATION

Step 5 provides a link to generate the Simplified Address Mail Documentation for PS Form 3602. When this link is selected, the form is generated with customer and route information based on user input/selections captured in Steps 1, 2 and 4.

Generate Documentation STEP 5

Simplified Address Mailing Documentation for PS Form 3602

8. Click the link.

    Form is populated with
    - 5-Digit ZIP Codes
    - Route Numbers
    - Number of mailpieces per route
    - Total number of mailpieces in mailing
    - Date form is generated
    - Delivery Statistics valid through date
    - Customer information from Step 4

    Customer must complete additional information
    - Saturation Mail Description
    - Number of bundles

9. Review the form information based on your selections.

    - To make changes, close the form and go back to the desired Step to modify. Use the Previous button to navigate back to the first screen.

      Note: *Form may span multiple pages based on the number of routes.*

10. The Delivery Statistic information is valid for 90 days. The last date the delivery statistics can be used is printed at the bottom of the page.

11. Save and/or print the form.

STEP 6 — GENERATE FACING SLIP

Step 6 provides a link to generate the Simplified Address Mail Facing Slip. When this link is selected, the form is generated with customer information and current date based on user input/selections captured in Step 4.

Generate Facing Slip STEP 6

Simplified Address Mailing Facing Slip   Previous

12. Click the link.

    Form is populated with
    - 5-Digit ZIP Code
    - Date form is generated
    - Customer information from Step 4

Customer must complete additional information
- Route Number
- Total Number of Mailpieces per Bundle
- Total Number of Bundles
- Do Not Deliver Address information and
- Saturation Mail Description

13. Review the form information based on your selections.

   o To make changes, close the form and go back to the desired Step to modify. Use the Previous button to navigate back to the first screen.

14. Save and/or Print the form.

ADDITIONAL FEATURES

- Located at the top of each page, a Percent Complete bar is provided to see and monitor completion.

Located at the bottom of page 2:

- A previous button is provided allowing users to navigate back to the first page.

- The Exit button closes the SMP application and returns user to http://www.usps.com/promotions/simplifiedaddressing.htm.

   Note. *This button is active after user clicks the Simplified Address Mail Documentation for PS Form 3602 and the Simplified Address Mail Facing Slip links.*